Deleting Career Sea Pay Neutral Time
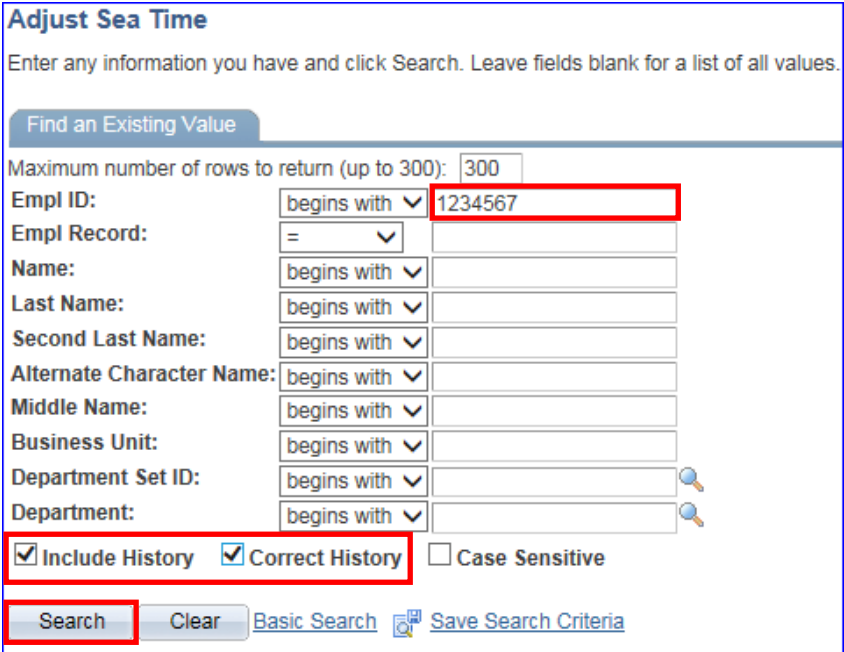
Introduction   This guide provides the procedures for deleting a row of Career Sea Pay Neutral Time in Direct Access. This guide should be used when incorrect dates were entered for Neutral Time as well as erroneous Neutral Time submissions.

NOTE: Any time a row of Neutral Time is deleted, a trouble ticket MUST be submitted to PPC so they can verify the Career Sea Time Balances have updated correctly.

Procedures   See below.

Step	Action
1	Select **Sea Time Balances** from the Active & Reserve Pay Shortcuts pagelet. **Active & Reserve Pay Shortcuts** Direct Deposit Proxy - Submit Absence Request Voluntary Deductions SGLI + FSGLI Maintain Tax Data USA Housing Allowance Dependent Information Cost of Living Allowance ACIP BAH Depndnt/EmrgncyData Emplid MGIB Enrollments Sea Time Balances View Payslips (AD/RSV) Net Distribution Pay Calendar Results View Member W-2s
2	Enter the member's **Empl ID**, check the **Include History** and **Correct History** boxes and hit **Search**. **Adjust Sea Time** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with 1234567 Empl Record: = Name: begins with Last Name: begins with Second Last Name: begins with Alternate Character Name: begins with Middle Name: begins with Business Unit: begins with Department Set ID: begins with Department: begins with ☑ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Procedures,
continued

Step	Action
3	The member's Adjust Sea Time page will display. Locate the incorrect/erroneous Neutral Time row and check the **Delete** box, then click **Save**. This will route the transaction to the SPO tree for approval.

Procedures,
continued

Step	Action
4	If the row was deleted due to incorrect dates, the deletion **MUST** be approved before the correct row can be added. Submit the correct row of Neutral Time via the **Career Sea Time Override** link from the Payroll Requests section of the Requests tab.
5	**Any time a row of Neutral Time is deleted, a trouble ticket MUST be submitted to PPC so they can verify the Career Sea Time Balances have updated correctly.**